



REQUEST FOR QUOTATION

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

Name of Project: **Procurement of Various Office Supplies for the WESMAARRDEC**

Approved Budget Cost: **Php 44,955.00**

Purchase Request No.: **PR 25-01-023**

Closing Date: **February 5, 2025 9:30 AM**

Description:

- 1.) *6 set of Printer Ink
For existing Brother printer BT5000 (Magenta, Cyan, Yellow)
BTD60 (Black)*
- 2.) *10 box of Paper Fastener, Non-sharp Edge (Metal) 50set/box*
- 3.) *50 pcs of Envelop, Brown, Documentary A4*
- 4.) *50 pcs of Expanding Envelop, Brown, Long with Garter.*
- 5.) *6 pcs of Data File Box, material: Chipboard w/closed end, Blue.*
- 6.) *1 box of White Folder, Long, 50pcs/box*
- 7.) *6 box of Ballpen (12 pcs/box)
Blue - 3 boxes
Black - 3 boxes.*
- 8.) *3 box of Sign pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs/box)*
- 9.) *3 pcs of Record Book, 500 pages*
- 10.) *10 ream of Bond Paper, Substance 20, size: Long (8.5"x13")*
- 11.) *10 ream of Bond Paper, Substance 20, size: A4 (8.27"x 11.69")*
- 12.) *2 pcs of Desktop Stapler
Swing-Arm Stapler with 50 Sheet Capacity, 360 Rotation Design, Swivel Stapler with 1000 Staples for Booklet Binding, Durable*
- 13.) *10 box of Staple wire#35*
- 14.) *3 pcs of Scissors, #35*
- 15.) *2 pcs of Cutter knife, snap-off, 18mm*
- 16.) *2 tube of Cutter blades, 18mm*
- 17.) *3 roll of Tape, Masking 24mm*
- 18.) *3 roll of Tape, Masking 48mm*
- 19.) *3 roll of Tape, Packing 48mm*



Republic of the Philippines
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BIDS AND AWARDS COMMITTEE FOR GOODS
Normal Road, Baliwasan Zamboanga City
Telefax.: 062-991-1771 loc 1003
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- 20.) 3 roll of Tape, Transparent 24mm
- 21.) 3 roll of Tape, Transparent 48mm
- 22.) 3 pcs of Correction Tape, 8m
- 23.) 4 pack of Battery, Dry Cell, AA, 4pcs/pack
- 24.) 4 pack of Battery, Dry Cell, AAA, 4pcs/pack
- 25.) 2 box of Binder clips, 1 1/4", 12 pcs/box
- 26.) 2 box of Binder clips, 1 .
- 27.) 4 box of Paper clip, Vinyl/Plastic Coated, 50mm, Jumbo
- 28.) 30 pcs of L-type folder, A4, Clear
- 29.) 3 packs of Clear Book Folder Organizer, Clear, Long, at least 80-100 sheets.
- 30.) 3 pcs of Clear Book Folder Organizer, A4, at least 80-100 sheets
- 31.) 1 pc of Glue gun, Big
- 32.) 3 bottle of Glue, 130 grams/bottle
- 33.) 2 ream of Special paper, (A4), 200 gsm, White
- 34.) 6 bottle of Ethyl Alcohol, 500ml
- 35.) 8 pack of Interfolded Paper Towel Tissue, 1-ply sheets, 175 pulls
- 36.) 1 pc of Steel cabinet
Specifications:
4 drawers Vertical filing Cabinet
Material/Description: Powdered coated metal, Gauge 20, plastic roller for railing
Beige
- 37.) 1 pc of Extension Wire, Heavy Duty, 10 meters, 4gang w/switch

for the title "SciComustahan: Kwentong Techtrans sa SciComunidad ng Mindanao".

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Pursuant to Annex "H" documentary requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration and other relevant documents (if necessary), upon the submission of quotation.

Award of contract shall be made to the lowest calculated and responsive bid, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s.



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Submission of Quotation and eligibility documents is on or before **February 5, 2025 9:30 AM** at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bac@wmsu.edu.ph) or through facsimile at (062) 991-1771 loc 1003
For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.



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BIDS AND AWARDS COMMITTEE FOR GOODS
 Normal Road, Baliwasan Zamboanga City



REQUEST FOR QUOTATION
 Western Mindanao State University

Quotation No.: _____

PR No.: **25-01-023**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than FEB 05 2025 at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
 BAC Chairperson for GOODS

NOTE:

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD _____ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS. ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY
- 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
- 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	6	set	Printer Ink For existing Brother printer BT5000 (Magenta, Cyan, Yellow) BTD60 (Black) . 1,800.00/set.	P10,800.00		
2.	10	box	Paper Fastener, Non-sharp Edge (Metal) 50set/box. 50.00/box.	P500.00		
3.	50	pcs	Envelop, Brown, Documentary A4 3.00/pcs.	P150.00		
4.	50	pcs	Expanding Envelop, Brown, Long with Garter. 15.00/pcs.	P750.00		
5.	6	pcs	Data File Box , material: Chipboard w/closed end, Blue. 200.00/pcs.	P1,200.00		
6.	1	box	White Folder , Long, 50pcs/box. 625.00/box.	P625.00		
7.	6	box	Ballpen (12 pcs/box) Blue - 3 boxes Black - 3 boxes. 280.00/box.	P1,680.00		
8.	3	box	Sign pen , Blue, liquid/gel ink, 0.5mm needle tip (12 pcs/box). 380.00/box.	P1,140.00		
9.	3	pcs	Record Book , 500 pages. 100.00/pcs.	P300.00		
10.	10	ream	Bond Paper , Substance 20, size: Long (8.5"x13"). 350.00/ream.	P3,500.00		
11.	10	ream	Bond Paper , Substance 20, size: A4 (8.27"x11.69"). 300.00/ream	P3,000.00		
12.	2	pcs	Desktop Stapler Swing-Arm Stapler with 50 Sheet Capacity, 360 Rotation Design, Swivel Stapler with 1000 Staples for Booklet Binding, Durable . 550.00/pcs.	P1,100.00		
13.	10	box	Staple wire#35. 35.00/box.	P350.00		

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

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Brand & Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.: _____
Certificate Reference No.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date



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14.	3	pcs	Scissors, #35. 100.00/pcs.	P300.00		
15.	2	pcs	Cutter knife, snap-off, 18mm. 60.00/pcs.	P120.00		
16.	2	tube	Cutter blades, 18mm. 50.00/tube.	P100.00		
17.	3	roll	Tape, Masking 24mm. 25.00/roll.	P75.00		
18.	3	roll	Tape, Masking 48mm. 40.00/roll.	P120.00		
19.	3	roll	Tape, Packing 48mm. 25.00/roll.	P75.00		
20.	3	roll	Tape, Transparent 24mm. 15.00/roll.	P45.00		
21.	3	roll	Tape, Transparent 48mm. 25.00/roll.	P75.00		
22.	3	pcs	Correction Tape, 8m. 25.00/pcs.	P75.00		
23.	4	pack	Battery, Dry Cell, AA, 4pcs/pack. 200.00/pack.	P800.00		
24.	4	pack	Battery, Dry Cell, AAA, 4pcs/pack. 215.00/pack.	P860.00		
25.	2	box	Binder clips, 1 1/4", 12 pcs/box . 300.00/box.	P600.00		
26.	2	box	Binder clips, 1 . 200.00/box.	P400.00		
27.	4	box	Paper clip, Vinyl/Plastic Coated, 50mm, Jumbo. 30.00/box.	P120.00		
28.	30	pcs	L-type folder, A4, Clear. 10.00/pcs.	P300.00		
29.	3	packs	Clear Book Folder Organizer, Clear, Long, at least 80-100 sheets. 180.00/packs.	P540.00		
30.	3	pcs	Clear Book Folder Organizer, A4, at least 80-100 sheets. 150.00/pcs.	P450.00		
31.	1	pc	Glue gun, Big. 300.00/pc.	P300.00		
32.	3	bottle	Glue, 130 grams/bottle . 95.00/bottle.	P285.00		
33.	2	ream	Special paper, (A4), 200 gsm , White. 600.00/ream.	P1,200.00		
34.	6	bottle	Ethyl Alcohol, 500ml. 100.00/bottle.	P600.00		
35.	8	pack	Interfolded Paper Towel Tissue, 1-ply sheets, 175 pulls. 90.00/pack.	P720.00		

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PAGE 2 of 3

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36.	1	pc	Steel cabinet Specifications: 4 drawers Vertical filing Cabinet Material/Description: Powdered coated metal, Gauge 20, plastic roller for railing Beige. 9,500.00/pc.	P9,500.00		
37.	1	pc	Extension Wire, Heavy Duty, 10 meters, 4gang w/switch 2,200.00/pc.	P2,200.00		
			for the title "SciComustahan: Kwentong Techtrans sa SciComunidad ng Mindanao"			
			Note: For the WESMAARRDEC of the University			

Total: _____

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Printed Name/Signature

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Date